



## Department of Recreation, Parks & Cultural Affairs

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Dear Potential Site:

It is time to apply for the 2014 Summer Food Program. By submitting this application means DeKalb County Recreation, Parks, and Cultural Affairs will be your sponsor. Please complete and submit the attached application and all other forms to:

**DeKalb County Recreation, Parks and Cultural Affairs**  
4898 Lavista Road- Room 2  
Tucker, GA 30084

**NOTE:** Please refer to attached instructions in completing this application. **March 28<sup>th</sup>** is the application deadline. If you need any assistance your program contact is Rose Myrick/ 678- 698-1114 (mobile) or 770-414-2142 (fax).

The following are requirements to participate in the program:

- A minimum of 35 youth must participate in the program to receive services.
- Training is **mandatory** for ALL staff that will be working in your summer food service program. The program should be run and monitored by persons 18 years of age and over.
- The food service dates are June 2, 2014 thru August 1, 2014.
- You will need to provide meals for your children for any dates your site plans to operate outside of the dates listed above.
- Persons representing new sites should prepare to stay at training for four (4) hours.

If you are returning sites that have experienced problems in 2013 you must attend a new training class. Every worker from the returning site has to remain in the training class to receive full credit. Please **do not** ask to leave early because it will not be permitted.

DeKalb County is looking forward to serving your 2014 summer nutrition needs.

Sincerely,

Rose Myrick  
Summer Food Coordinator.

**SFSP Applicant Information**

The Summer Food Service Program (SFSP) is a USDA Child Nutrition Program that feeds nutritious meals to children in low-income areas when schools are closed for vacation. The program operates through sponsors that utilize sites approved by Bright from the Start to feed children free of charge. SFSP sponsors can be public or private non-profit schools; universities, colleges, or camps; units of local government; and private non-profit organizations considered tax exempt by the Internal Revenue Service [501(c)3].

SFSP sites may be located in schools, community centers, parks, churches, playgrounds, migrant centers, homeless feeding sites, or summer camps. The children served by the SFSP must be 18 years of age or younger.

## SFSP SITE APPLICATION

Organization Name	Site Name	Agreement No.	Federal ID #	Fiscal Year
DEKALB COUNTY RECREATION, PARKS AND CULTURAL AFFAIRS		08025	58-6000814	2014

Address:		Name: (First & Last)	
Address 2:		E-Mail:	
City:		Daytime Phone: ( )	
State:	Zip Code:	Alternate Phone: ( )	
County:		Fax: ( )	

<b>Site Location/Type</b> <input type="checkbox"/> Indoor Site <input type="checkbox"/> Outdoor Site	<b>Site Description: (Choose the one that applies)</b> <input type="checkbox"/> Church <input type="checkbox"/> Playground <input type="checkbox"/> Yard <input type="checkbox"/> Park <input type="checkbox"/> Recreation Center <input type="checkbox"/> Other
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<input type="checkbox"/> <b>Open site using school data:</b> Enter the estimated no. of free & reduced children attending this site	<b>NAME OF SCHOOL WHICH SITE DRAWS ITS ATTENDANCE</b> <hr/> School Name <hr/> Free + Reduced _____ ÷ Enrollment _____ = Total _____ %
<input type="checkbox"/> <b>Restricted open site using school data:</b> Enter site capacity	
<input type="checkbox"/> <b>Special restricted open site using school data:</b> Enter No. of eligible participants:	

  
☐ **Open site using census tract data** (attach census tract data eligibility)
  
☐ **Open site using migrant organization information** (attach documentation)
  
☐ **Open site using tribal information** (attach documentation)
  
☐ **Closed enrolled site**-Income applications are collected  
 No. of enrolled participants:    No. of eligible participants:
  
☐ **Residential Camp/ Day Camp** - Income applications are collected: Enter no. of enrolled participants:
  
☐ **National Youth Sports Program (NYSP)** - (attach certification)
  

<b>Begin Date:</b> (mm/dd/yy)	<b>End Date:</b> (mm/dd/yy)
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Number of Operating Days			Hours Meals Served				
Oct. _____ Nov. _____ Dec. _____			<small>Breakfast/Snack up to 1 hour// Lunch/ Supper up to 2 hours (3 hours between meals)</small>				
Jan. _____ Feb. _____ Mar. _____			MEAL	Begin Time	End Time	ADA	CAP <small>(ADA+ADA*20%)</small>
Apr. _____ May _____ Jun. _____			Breakfast				
July _____ Aug. _____ Sept. _____			A.M. Snack	N/A			
Total Days: _____			Lunch				
			P.M. Snack	N/A			
			Supper	N/A			

Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>	Sunday <input type="checkbox"/>
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☐ Recreational/Cultural Program      ☐ NYSP/Upward Bound      ☐ Other  
☐ Summer School (OPEN SITE ONLY)      ☐ No organized activities

**Meal Preparation:**      ☐ Vended      ☐ Central Kitchen      ☐ Self-Preparation  
☐ Yes    ☐ No      Offer vs. Serve (SCHOOL SPONSOR ONLY)

<b>Children are served:</b> <input type="checkbox"/> Cafeteria Style <input type="checkbox"/> Sack Lunch <input type="checkbox"/> Family Style <input type="checkbox"/> Other _____	<b>Children are supervised during meals by:</b> <input type="checkbox"/> Teachers <input type="checkbox"/> Site Supervisor <input type="checkbox"/> Aides <input type="checkbox"/> Volunteers
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☐ Yes    ☐ No    For receiving sites, is there a procedure for notifying sponsors of meal count adjustments?

☐ Yes    ☐ No    For receiving sites, are there procedures for maintaining the appropriate temperature of meals during delivery and before meal service?

☐ Yes    ☐ No    For receiving sites, is there adequate storage for leftovers onsite or procedure returning leftover meals to the central kitchen?

☐ Yes    ☐ No    For outdoor sites, have arrangements been made for food service during inclement weather?

☐ Yes    ☐ No    Does the sites participate in the USDA Child and Adult Care Food Program?

☐ Yes    ☐ No    Has this site received a pre-operational visit from the sponsor, and is the site equipped to serve meals for the number anticipated?

☐ Yes    ☐ No    Does the sponsor directly operate this site year-round?  
                                          If no, has a Sponsor/Site agreement been signed and dated?    ☐ Yes    ☐ No  
                                          Sponsor/Site Agreements must be signed and dated prior to start of operation and must be maintain on file for OSR to review.

☐ Yes    ☐ No    Are there other sites located in the same district as this site? Attach list of site names and any known site addresses:

**OSR USE ONLY**      ☐ NEW APPLICATION      ☐ SITE APPROVAL DATE (MM/DD/YY) \_\_\_\_\_

**OSR SIGNATURE:** \_\_\_\_\_

**SPONSOR/SITE AGREEMENT  
FOR THE SUMMER FOOD SERVICE PROGRAM**

Name of Site:

Address of Site:

Site supervisor/State agency official:

Telephone:

**The person named above agrees to:**

Serve meals to all needy children 18 years of age and under (or persons 19 and over who are mentally or physically disabled and participating in a public or private nonprofit school program for the mentally or physically disabled).

Serve meals that meet the minimum meal pattern requirements.

Provide adequate supervision during the meal service.

Maintain and submit promptly such reports and records that the sponsor requires.

Report to the sponsor any changes in the number of meals required as attendance fluctuates.

Report any other problems regarding the meal services.

Comply with civil rights laws and regulations.

Attend sponsor training sessions.

\_\_\_\_\_  
Site Supervisor/State Agency Official

\_\_\_\_\_  
Date

DEKALB COUNTY RECREATION, PARKS & CULTURAL AFFAIRS

Sponsor

\_\_\_\_\_  
Date

**SPONSOR/SITE AGREEMENT**  
**FOR THE SUMMER FOOD SERVICE PROGRAM**

\_\_\_\_\_  
SITE NAME

\_\_\_\_\_  
SITE ADDRESS

\_\_\_\_\_  
SITE TELEPHONE

\_\_\_\_\_  
SITE SUPERVISOR/STATE AGENCY OFFICIAL

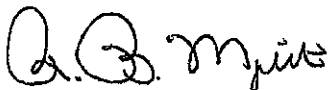
**The person named above agrees to the following:**

- Your site will not heat or change the meals in any way including substituting or altering meals.
- Your site will be responsible for reimbursing DeKalb County Recreation, Parks and Cultural Affairs if findings are discovered during reviews.
- Your site must not have any civil rights violations.

**All terms and information will be clarified in your summer food training.**

\_\_\_\_\_  
Site Supervisor/State Agency Official (Signature)

\_\_\_\_\_  
Date



DEKALB COUNTY RECREATION, PARKS & CULTURAL AFFAIRS

Sponsor

\_\_\_\_\_  
Date

# **RACIAL OR ETHNIC DATA FORM \*\***

Sponsor: DEKALB COUNTY RECREATION, PARKS & CULTURAL AFFAIRS

Site: \_\_\_\_\_

Address: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Ethnic Categories	Number of Participating Children
<b>Hispanic or Latino.</b> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino".	
<b>Non-Hispanic or Latino.</b>	
<b>Racial and Ethnic Categories</b>	
<b>American Indian or Alaska Native.</b> A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.	
<b>Asian.</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.	
<b>Black or African American.</b> A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American".	
<b>Native Hawaiian or Other Pacific Islander.</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<b>White.</b> A person having origins in any of the original peoples of Europe, the Middle East or North Africa.	
<div> <div>_____</div> <div align="right">Date</div> </div> <p>Monitor's Signature</p>	

\*\* Note: Based on OMB Notice, Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity, published 10/30/97 and on FNS Instruction 113-1, Civil Rights Compliance and Enforcement Nutrition Programs and Activities, published September 29, 2005. See Back for Instructions.

**Instructions for Completing the Racial or Ethnic Data Form**

- **The sponsor should complete this form for each site under its jurisdiction each year. Sponsors of residential camps must collect this information for each camp session. For all other sites, the sponsor must count the participating children at least once during the site's operation.**
- **The sponsor may use visual identification to determine a participant's racial or ethnic category or the parents of a participant may be asked to identify the racial or ethnic group of their child(ren). A participant may be included in the group that he/she appears to belong, identifies with, or is regarded as a member by the community.**
- **Each participant should be counted under only one category; the total number of children marked under the racial or ethnic categories should equal the total number of participating children in attendance on the day the form is completed.**
- **The sponsor must retain racial or ethnic data, as well as documentation for the data for 3 years and must safeguard this information to prevent its use for discriminatory purposes. Access to program records containing racial or ethnic data should be limited to authorized personnel.**



All staff who will be involved with the 2014 summer meal services must attend one of the following certification training sessions. Please list everyone who will be attending from your site. Please have extra staff attend the training to cover any site emergencies.

**If you do not attend training, you cannot receive meals! There will not be any in-house training or make-up training after the scheduled training dates.**

Training Site: Tucker Recreation Center 4898 LaVista Road Room 20 Tucker, GA 30084

Please make a copy and fax to 770-214-2146 or mail to the above address.

MONITORS ONLY	NEW SITES
March 22, 2014 1:00 pm-3:00 pm	May 17, 2014 12:00 pm-4:00 pm
May 30, 2014 11:00 am-2:00 pm	
<b>RETURNING SITES</b>	May 24, 2014 12:00pm-4:00pm
April 5, 2014 12:00 pm-2:00 pm	
April 26, 2014 12:00-2:00 pm	<b>****FINAL TRAINING May 31, 2014****</b>
	Returning Sites: 11:30 am-1:30 pm
	New Sites: 2:00 pm- 5:30 pm
May 3, 2014 12:00pm-2:00pm	

**SUMMER FOOD PROGRAM SITE TRAINING 2014**